

## **MVAC MINUTES – JANUARY 8, 2003**

The MVAC meeting was held on January 8, 2003 at State Fleet Management. Scott Madsen started the meeting at 9:03 a.m.

In attendance: Dave Monson – DOC, Julia Rodriguez – DOH, Ken Bohling – DOL, Phil Wargo – DOR Gaming, Cher Threlkeld – DOW, Gene Stroh – DOHE CSU, Linda Summers – DPA, Jim Anderson – DOHE CU HSC, Mary Anne Kramer – CBI, Karen Neuschwanger – DOT, Rob Haines – DOT, Bob Schley – Fleet, Scott Madsen – Fleet, Larry Wegrzyn – Fleet, Terry Sisneros – Fleet, Tony Outen – DOC Limon, Patti Hughes – DOHE CU Boulder, Beth Ann Wieder – DOT, Carol Hoisington – DOT, Melissa Ingrisano – DONR Geological Survey, Barbara Taylor – DOHE UNC, Michael Stadler – DOHE UNC, Karen Griggs – CSP, Roger Friedrich – DOHS, Julie Harr – DOR, Maria Armenta – DOR, Russ Wilcox – DOHE UCCS, Frank Tamayo – DOLA, Patti Torres – DOLE, Mercedes Schwall – DONR Parks.

### **Updates**

- 10% Reductions – 264 vehicles have been committed to for turn in out of the 491. SFM is still waiting on 8 agencies to send their vehicle commitments in.
  - Any street legal vehicle counts toward the 10% whether over or under  $\frac{3}{4}$  ton, SFM or non-SFM vehicles.
  - Vehicles can be turned in after the end of FY03.
  - The justifications will be evaluated by a committee at the Deputy Director level and above, a representative from different agencies and an OSPB representative from the agency. Justifications were to be submitted by January 17, 2003.
  - Vehicles with current lease balances will be accepted (the agency will be billed any residual balance after sale.). SFM encourages agencies to get the worst vehicles out of the fleet. These are usually older vehicles.
- Issues on 10% Reduction
  - Is there any likelihood that the numbers will go up from 10%? SFM – no formal initiative as of now. There is a firm stand at 10%.
  - Will an agency get credit for turning a 10% reduction vehicle into a motor pool vehicle? SFM – as long as the vehicle goes to a SFM managed motor pool not a local motor pool.
  - Who pays for a Regional Motor Pool? The vehicles will be assigned to DPA and paid by DPA. The cost, overhead and set up charge fee will be based on a formula. The billing will be through COFRS. The motor pool ends up paying for itself.

- 2003 Replacements - The original decision was to not replace any vehicles in 2003. SFM went to the JBC and has asked them to revisit the decision as soon as possible and make a decision.

### **Wright Express Fuel Cards**

- Colorado Tax Decision
  - Department of Revenue will not allow Colorado tax to be exempt from fuel purchases.
  - SFM will file for a Colorado tax refund for fleet vehicles. Each agency will need to file for refund on agency vehicles.
  - Department of Revenue will allow SFM to file monthly until the end of the fiscal year. SFM will then file quarterly.
  - SFM will let the vehicle coordinators know who is the correct contact for Wright Express regarding their piggyback accounts.
- Time Line for Implementation
  - SFM has received the fuel cards and activated the PIN #'s.
  - SFM will set up the account for UCP cards and order the cards.
  - SFM will start sending out the new fuel cards on January 8, 2003. The process will be completed by January 31, 2003.
  - The Voyager cards will be turned off as of February 28, 2003.
  - SFM will try and have a representative from Wright Express at one of the MVAC meetings.

### **CARS Release Schedule**

A new version of CARS will be released approximately every 4 months.

### **Regional Pools**

- SFM is establishing regional motor pools that will be available for all State employees. The Pools will be located in various locations throughout the State.
- Established motor pools with infrastructure are already in place. The motor pools are DOHS – Grand Junction and the Division of Wildlife.
- The software for web based reservations and billing will be up by February 1, 2003 and will be tested for release during February.
- Contact Bob Schley at SFM if your agency would like to try to establish a regional motor pool.
- Who will staff these motor pools? The staffing will be location by location.
- SFM will staff the DOW Regional Motor Pool.
- The motors pools will be set up with a contract.

### **Web Project**

- SFM has a server software person integrating CARS to the web template to provide information for customers via the web.
- One of the first planned web features will allow users to enter mileage logs on the web instead of CARS.

### **Hierarchy Project**

- SFM is trying to establish a contact/distribution list for each agency regarding who will be contacted regarding certain SFM issues. Examples would be who does mileage logs, billing coding, budget, purchasing, reassignment of vehicles etc.
- Larry Wegrzyn – SFM will be talking with each vehicle coordinator regarding the contact/distribution list.
- There will be more information at upcoming meetings

### **Open Issues**

- Usage of Personal Vehicles and Insurance – If a person needs to use their vehicle for incidental usage, an occasional meeting, this will not have an impact on their insurance rate. If the vehicle is being used for business purposes all the time the insurance rates could be substantial.

What if an employee refuses to use their personal vehicle for business? This issue will be left up to the agency to handle.

- Suggestions for Cost Reductions – Please think of cost reduction ideas for the next MVAC meeting.
- Committees on Issues -

Purchasing/Cost Reduction  
Outside Rentals  
Using Personal Vehicles  
Regional Motor Pools

This will be tabled until the February 2003 MVAC meeting.

The meeting was adjourned at 10:47 a.m.

The next MVAC meeting will be February 12, 2003, 9:00 a.m. at North Denver Community College (next door to SFM), 6221 Downing Street in Room 107.